

APPLICATION  
MONROE COUNTY  
PLANNING & ENVIRONMENTAL RESOURCES DEPARTMENT



**Request for a Minor Conditional Use Permit / Amendment to a Minor Conditional Use Permit**

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**An application must be deemed complete and in compliance with the Monroe County Code by the Staff prior to the item being scheduled for review**

Minor Conditional Use Permit Application Fee: \$8,484.00

*In addition to the application fee, the following fees also apply:*

Advertising Costs: \$245.00

Surrounding Property Owner Notification: \$3.00 for each property owner required to be noticed

**Date of Submittal:** \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Month Day Year

**Property Owner:**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Mailing Address (Street, City, State, Zip Code)

\_\_\_\_\_  
Daytime Phone

\_\_\_\_\_  
Email Address

**Agent (if applicable):**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Mailing Address (Street, City, State, Zip Code)

\_\_\_\_\_  
Daytime Phone

\_\_\_\_\_  
Email Address

**Legal Description of Property:**

(If in metes and bounds, attach legal description on separate sheet)

Block	Lot	Subdivision	Key
Real Estate (RE) Number		Alternate Key Number	
Street Address (Street, City, State, Zip Code)		Approximate Mile Marker	

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**Land Use District Designation(s):** \_\_\_\_\_

**Present Land Use of the Property:** \_\_\_\_\_

**Proposed Land Use of the Property:** \_\_\_\_\_

**Total Land Area:** \_\_\_\_\_

**If non-residential or commercial floor area is proposed, please provide:**

\_\_\_\_\_ Total number of non-residential buildings

\_\_\_\_\_ Total non-residential floor area in square feet

**If residential dwelling units are proposed, please provide:**

\_\_\_\_\_ Total number of residential buildings

\_\_\_\_\_ Total number of permanent, market-rate units

\_\_\_\_\_ Total number of permanent, affordable / employee housing units

\_\_\_\_\_ Total number of transient units (hotel rooms, recreational vehicle / campground spaces)

**Has a previous application been submitted for this site within the past two years?** Yes \_\_\_\_ No \_\_\_\_

**All of the following must be submitted in order to have a complete application submittal:**  
(Please check as you attach each required item to the application)

- ☐ **Complete minor conditional use permit application** (unaltered and unbound);
- ☐ **Correct fee** (check or money order to Monroe County Planning & Environmental Resources);
- ☐ **Proof of ownership (i.e. Warranty Deed);**
- ☐ **Current Property Record Card(s) from the Monroe County Property Appraiser;**
- ☐ **Location map;**
- ☐ **Photograph(s) of site from adjacent roadway(s);**
- ☐ **Signed and Sealed Boundary Survey, prepared by a Florida registered surveyor – 6 sets** (at a minimum, survey should include elevations; location and dimensions of all existing structures, paved areas and utility structures; all bodies of water on the site and adjacent to the site; total acreage by land use district; and total acreage by habitat);
- ☐ **Written description of project;**
- ☐ **Signed and Sealed Site Plans, prepared by a Florida registered architect, engineer or landscape architect– 6 sets** (drawn to a scale of 1 inch equals 20 feet, except where impractical and the Director of Planning authorizes a different scale). At a minimum, the site plan should include the following:
  - ☐ Date, north point and graphic scale;
  - ☐ Boundary lines of site, including all property lines and mean high-water lines;
  - ☐ Land use district of site and any adjacent land use districts;
  - ☐ Flood zones pursuant to the Flood Insurance Rate Map(s);

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- ☐ Locations and dimensions of all existing and proposed structures and drives;
- ☐ Type of ground cover (i.e. concrete, asphalt, grass, rock);
- ☐ Adjacent roadways;
- ☐ Setbacks as required by the land development regulations;
- ☐ Location and dimensions of all parking spaces (including handicap accessible, bicycle and scooter) and loading zones;
- ☐ Calculations for open space ratios, floor area ratios, residential density and parking;
- ☐ Location and type of outdoor lighting;
- ☐ Extent and area of wetlands, open space areas and landscape areas;
- ☐ Location of solid waste storage;
- ☐ Location of sewage treatment facilities;
- ☐ Location of existing and proposed fire hydrants or fire wells;
- ☐ **Floor Plans for all proposed structures and for any existing structures to be redeveloped – 6 sets** (drawn at an appropriate standard architectural scale and including handicap accessibility features);
- ☐ **Elevations for all proposed structures and for any existing structures to be modified – 6 sets** (with the elevations of the following features referenced to NGVD: existing grade; finished grade; finished floor elevations (lowest supporting beam for V-zone development); roofline; and highest point of the structure);
- ☐ **Landscape Plan by a Florida registered landscape architect – 6 sets** (may be shown on the site plan; however, if a separate plan, must drawn to a scale of 1 inch equals 20 feet, except where impractical and the Director of Planning authorizes a different scale). At a minimum, the landscaping plan should include the following:
  - ☐ Date, north point and graphic scale;
  - ☐ Boundary lines of site, including all property lines and mean high-water lines;
  - ☐ Locations and dimensions of all existing and proposed structures and drives;
  - ☐ Open space preservation areas;
  - ☐ Existing natural features;
  - ☐ Size and type of buffer yards including the species, size and number of plants;
  - ☐ Parking lot landscaping including the species, size and number of plants;
  - ☐ Specimen trees, or threatened and endangered plants to be retained and those to be relocated or replaced;
  - ☐ Transplantation plan (if required);
- ☐ **Conceptual Drainage Plan – 6 sets** (with drainage calculations; existing and proposed topography; all drainage structures; retention areas; drainage swales; and existing and proposed permeable and impermeable areas;
- ☐ **Traffic Study, prepared by a licensed traffic engineer;**
- ☐ **Construction Management Plan**, stating how impacts on near shore water and surrounding property will be managed (i.e. construction barriers, hay bales, flagging);
- ☐ **Typed name and address mailing labels of all property owners within a 300 foot radius of the property.** This list should be compiled from the current tax rolls of the Monroe County Property Appraiser. In the event that a condominium development is within the 300 foot radius, each unit owner must be included;
- ☐ **Letters of Coordination are required from the following:**
  - ☐ Florida Keys Aqueduct Authority (FKAA);
  - ☐ Florida Keys Electric Cooperative (FKEC) or Keys Energy Services;
  - ☐ Monroe County Office of the Fire Marshal;
  - ☐ Monroe County Health Department;
  - ☐ Monroe County Solid Waste Management;

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- ☐ Florida Department of Health if wastewater flows are less than or equal to 5,000 gallons per day or Florida Department of Environmental Protection if wastewater flows exceed 5,000 gallons per day

**If applicable, the following must be submitted in order to have a complete application submittal:**

- ☐ **Notarized Agent Authorization Letter** (note: authorization is needed from all owner(s) of the subject property)
- ☐ **Vegetation Survey or Habitat Evaluation Index** (please contact Monroe County Environmental Resources prior to application submittal to determine if this documentation is necessary)
- ☐ **Construction Phasing Plan**
- ☐ **Additional Letters of Coordination** may be required for your project, please contact with the Planning & Environmental Resources Department to identify other agencies expected to review the project. Other agencies may include, but are not limited to
- ☐ Key Largo Wastewater Treatment District (KLWTD)
  - ☐ South Florida Water Management District (SFWMD)
  - ☐ Florida Department of Transportation (FDOT)
  - ☐ Florida Department of Environmental Protection (FDEP)
  - ☐ Florida Department of State, Division of Historic Resources
  - ☐ Florida Game and Freshwater Fish Commission (FGFFC)
  - ☐ U.S. Army Corps of Engineers (ACOE)
  - ☐ U.S. Fish and Wildlife Service (USFW)

If deemed necessary to complete a full review of the application, the Planning & Environmental Resources Department reserves the right to request additional information.

If for any reason the minor conditional use permit application requires review and consideration by the Monroe County Planning Commission, additional fees, mailing labels and copies of all plans shall be required prior to item being scheduled for commission review

I certify that I am familiar with the information contained in this application, and that to the best of my knowledge such information is true, complete and accurate.

**Signature of Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Sworn before me this \_\_\_\_\_ day of \_\_\_\_\_

\_\_\_\_\_  
Notary Public  
My Commission Expires

Please send the complete application package to the Monroe County Planning & Environmental Resources Department, Marathon Government Center, 2798 Overseas Highway, Suite 400, Marathon, FL 33050.